

Chief, Personnel Division
Thru: Chief, Administrative Staff
Personnel Director

18 October 1949

Procurement Processing

In accordance with our discussion of yesterday afternoon, it is believed necessary at this time to direct the attention of the Procurement Staff to the policies and procedures which have been in effect for the past two years in the handling of applicant cases. This is occasioned by the inexcusable delays which are constantly arising in notifying various applicants of not only the receipt of their papers, but also any decisions that have been made thereon.

A typical example of the above is the chronology of the case of [redacted]. The Chief, Administrative Staff does have copies of the basic correspondence illustrating complete disregard by the Procurement Officers for the feelings and interests of the applicant.

As you were advised during our discussion of 18 October, there are three policies which are still in effect in processing these cases:

(a) Any application received by mail through open channels will be acknowledged on the day of receipt.

(b) The application forms will be referred to the interested offices for consideration against existing or possible vacancies. The time scheduled for this operation is a maximum of five days in any one office except where cases are referred to the Covert Personnel Office, on which a tickler will be maintained with a ten day limit.

(c) While the procedure outlined above is being carried out, the applicant will be notified every thirty days as to just what action we are taking on his case.

The above elements are not set forth as a general guide, even though past activities of the procurement people would indicate that they are accepting these as a "suggestion". In order to preclude the possibility of misunderstandings, it is desired that you call all interested parties together and point out that these three factors are their specific responsibility to the Agency and the applicant. In order to impress upon them this obligation, it is desired that you advise them that any departure from the three factors set forth will result in one week's suspension in a leave without pay status because of "failure to carry out specific instructions". There will be no exceptions to this disciplinary action. The

responsibility will rest directly upon the Placement Officer or individual making the referral.

In order to prevent misunderstandings on the part of the Assistant Directors, there is being forwarded this date instructions to them relative to the operating office responsibility in applicant processing.

WILLIAM J. KELLY

WJK:jcp

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